



Lemon Grove Small Business Relief Grant Application

To mitigate the impact of COVID-19 on Lemon Grove based small businesses and our local economy, the City of Lemon Grove has committed up to \$650,000 in one-time funds to create the Lemon Grove Small Business Relief Grant Program. This program will provide a one-time emergency grant, up to \$10,000, to eligible Lemon Grove based small businesses for costs incurred due to business interruption stemming from COVID-19.

Businesses must submit the following to be considered for a Lemon Grove Small Business Relief Grant:

- Completed Lemon Grove Small Business Grant Relief Program Application
- Signed Acknowledgement Page
- Current W-9 Form (blank form accessible at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

THE APPLICATION SUBMISSION PERIOD STARTS MONDAY, JULY 27 AT 9:00 AM, AND ENDS THURSDAY, AUGUST 6 AT 5:00 PM

LEMON GROVE SMALL BUSINESS RELIEF GRANT ELIGIBILITY REQUIREMENTS

The Lemon Grove Small Business Grant Program requires a business grantee to:

1. Operate out of a physical (brick and mortar) location within the city limits of Lemon Grove
2. Be established as a for-profit, small business with at least one, but no more than 20 employees as of March 1, 2020
3. Have a demonstrable financial impact from COVID-19, as detailed on page 3 of the program guidelines
4. Submit an accurate and complete Lemon Grove Small Business Grant Program Application
5. Have a valid City business license and no existing municipal code violations as of March 12, 2020
6. Been in operation in the City of Lemon Grove since June 1, 2019
7. Applicants with multiple businesses at one address are not eligible for more than one grant.
8. If a franchise business, must own two or less of the same franchise.

LEMON GROVE SMALL BUSINESS RELIEF GRANT PROGRAM TERMS & PROCESSES

1. Applications will be reviewed for eligibility and completeness. If application is approved, applicant will receive a notice of grant award.
2. Awards will be made on a first come, first served basis, with *first come* defined as the date and time the completed application is received by the City of Lemon Grove.
3. If awarded, this application becomes a binding contract between the business owner(s) and the City of Lemon Grove.
4. If denied, the determination is final and there is no appeals process.
5. After application has been verified and approved, grant reimbursements are provided via check to the address provided on the application.
6. Grant funds may be used for the eligible expenses listed on page 5 of the program guidelines that are incurred between March 12, 2020 and September 14, 2020.
7. By September 14, 2020 at 5 p.m. the grantee must submit sufficient documentation verifying that expenses were incurred for eligible costs under the CARES Act Coronavirus Relief Fund. Appropriate documentation includes receipts, invoices, or credit card statements.
8. The City reserves the right to audit the applicant's books and records for compliance with the terms of this Agreement, and to seek to recover funds not used in accord with the terms of this Agreement.